



2019 COURSE EXIT Form

Diploma Courses

(Adv Dip/Dip/Voc. Grad. Cert. and Voc. Grad. Diploma)

PLEASE FOLLOW THE INSTRUCTIONS BELOW:

1. Officially complete this application by signing and dating it (below).
2. Go to your relevant Teaching Faculty Operations Manager for clearance and authorisation.
3. Go to your campus Library for clearance.
4. Take this form together with your Student ID card to the Student Service Centre on your campus, or mail to: Student Admin, Private Bag 2014, Box Hill, VIC 3128

V4 08/2018

REFUND or CANCELLATION OF VET STUDENT LOAN INFORMATION -

All 2019 Fee Refund forms must be lodged by 1st December 2019. Refunds will not be issued in 2020 for any 2019 enrolments. Refunds may take 4 - 6 weeks to process.

Government Funded Courses (Domestic Students Only):

- **Tuition Contribution Fee**
 - All students exiting from Diploma and higher level courses will only be issued with a refund or cancellation of their VET FEE-HELP/VET Student Loan, where official withdrawal occurs prior to unit census date. Course Exit form must be completed and officially lodged with the Teaching Faculty Operations Manager or Student Service Centre on your campus **by unit census date**. Unit Census dates can be viewed at [institute](http://institute.edu.au) website.
 - A student on a payment plan will only be entitled to a refund if they withdraw prior to the unit census date. The payment plan is still required to be paid for withdrawals after unit census dates. The \$10 payment plan establishment fee and 4.6% billing fee are non-refundable regardless of the withdrawal timeframe.
- **Service & Amenity Fees**
 - All Service & Amenity fee refunds will only be issued **prior to your earliest unit census date**. Service & Amenity fees will not be refunded after this date (regardless of payment method).
- **Material Fee Refunds**
 - Material Fee refunds are up to the discretion of the relevant Head of Faculty. (Refund dependent upon time lapsed and materials already purchased/supplied/utilised at time of withdrawal).
- **\$75.00 Core Skills Support Fee**
 - This fee is non-refundable regardless of the withdrawal timeframe.

Fee-for-Service Courses:

Domestic Students:

- All students exiting from Diploma and higher level courses will only be issued with a refund or cancellation of their VET FEE-HELP/VET Student Loan prior to their unit census dates (regardless of payment method). Course Exit form must be completed and officially lodged with the Teaching Faculty Operations Manager or Student Service Centre on your campus by unit census date. Unit Census dates can be viewed at [institute](http://institute.edu.au) website.

International Student Tuition Fee:

- This is detailed in the International Student Refund Policy please contact the International Student Office at Elgar Campus Bldg 9 by phone: 9286 9425 or by email: international@boxhill.edu.au.

CENTRELINK : If you are in receipt of a government benefit from Centrelink, you must notify Centrelink immediately to advise of your Course Exit.

YOUR PRIVACY : Your personal information will be collected and used for the purposes set out in the Box Hill Institute's Personal Information Privacy Collection Notice – available to be viewed on the Institute's web site at www.boxhill.edu.au

STUDENT ID NO. <small>(If known)</small>					
FULL NAME:					
DATE OF BIRTH:	/	/	SEX: (Please tick)	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
ADDRESS:					
SUBURB:				POSTCODE:	
TELEPHONE:	HOME:		WORK:		
MOBILE:			FAX:		
REFUNDS: (If applicable)	Please complete bank details for direct deposit refund.			Bank Name	
DIRECT DEPOSIT TO BANK ACCOUNT	BSB Number		Account Number	Account Name	
OR:	Please complete below if you require the refund to be issued to a person / company other than yourself.				
NAME / COMPANY NAME:					
ADDRESS:				POSTCODE:	
COURSE NAME:					
COURSE ID:				DATE OF COURSE EXIT:	/ /
REASON FOR COURSE EXIT:	<p>A = Transfer to another Institute</p> <p>B = Transfer to a University</p> <p>C = Transfer to another course at Box Hill Institute</p> <p>D = Course Cancelled</p> <p>E = Gained Employment</p> <p>F = Personal Reasons</p> <p>G = Going Interstate</p> <p>H = Going Overseas</p> <p>J = Work Commitments</p> <p>L = Financial Hardship</p> <p>M = Course did not meet my expectations</p> <p>N = Difficulty meeting course requirements</p> <p>P = Family Commitments</p> <p>S = Sickness</p> <p>S2 = Disability support services didn't meet my needs</p> <p>W = Withdrawn by Institute – extended absence <small>(No student signature required below)</small></p> <p>Z = Reason Unknown</p> <p>O = Other (Please specify)</p>			<p>If you are exiting for Reason C or D please see additional information required below:</p> <p>Reason C Please submit this course exit with enrolment form for new course</p> <p>Reason D</p> <p>_____/_____/_____ Teaching Faculty Staff sign to state course has been cancelled Date:</p>	
PLEASE CIRCLE →					
I have a Debit Success Payment Plan contract:					
<input type="checkbox"/> Yes					
<input type="checkbox"/> No					
<small>Please Note: refund policy applies to fees paid via a payment plan.</small>					
STUDENT SIGNATURE				DATE	/ /

LIBRARY CLEARANCE

SIGNATURE & STAMP	DATE	/ /
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OPERATIONS MANAGER CLEARANCE

LIST ALL UNITS FOR WHICH THE STUDENT HAS ATTENDED AT LEAST ONE CLASS OR SUBMITTED AT LEAST ONE ASSIGNMENT:

- **All enrolled units with an existing grade will remain unchanged**
- **Withdrawn after participation / attendance – claiming hours (WA)**
 - EOP in S1 for the unit should add up to the total hours being claimed prior to this form being submitted.
- **Withdrawn no participation / attendance – no claimed hours (WB)**
 - No EOP should be in S1 as no hours are being claimed. If EOP has been entered in error it should be removed prior to submitting this form.

The course officially started classes on:	/ /	(Form cannot be processed without this date)
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UNIT ID	UNIT NAME	WA/ WB	Student Admin Use	IF WA Hours Attended / Participated Up to Withdrawal Date	IF WA Date of Last Attendance / Participation
1.					___/___/19
2.					___/___/19
3.					___/___/19
4.					___/___/19
5.					___/___/19
6.					___/___/19
7.					___/___/19
8.					___/___/19
9.					___/___/19
10.					___/___/19

Course Teaching Materials fees are to be returned:	NO <input type="checkbox"/>	YES <input type="checkbox"/>	If YES, amount:	\$	
Retained Course Items fees are to be returned:	NO <input type="checkbox"/>	YES <input type="checkbox"/>	If YES, amount:	\$	(GST Incl)
Other: Please State _____			Other amount:	\$	

Operations Manager	NAME (PRINT)	EXT
	SIGNATURE	DATE / /

S1 ENTRY OFFICER (Staff entering this course exit in S1 must check student's refund/VET Student Loan entitlement & indicate if the student is an International Student.)

INTERNATIONAL STUDENT? No <input type="checkbox"/> YES <input type="checkbox"/> (Was this student an INTERNATIONAL student?)	STAFF: ENTERED IN S1 SIGN DATE...../...../.....			
REFUND / VET STUDENT LOAN / PAYMENT PLAN CANCELLATION ENTITLEMENT Checked				
No <input type="checkbox"/> <input type="checkbox"/> Outside all unit census dates <input type="checkbox"/> Other _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-right: 1px solid black; padding: 5px;"> Tuition Contribution VSL Loan: _____ Amenity Course Teaching Materials (CTM) _____ Retained Course Items (RCI) _____ </td> <td style="width: 10%; padding: 5px; text-align: center;"> → → </td> <td style="width: 60%; padding: 5px;"> Upfront: _____ VSL Loan: _____ Postage Fee (POS) _____ FFS DOMESTIC STUDENTS: Fee For Service Tuition Fee: _____ Upfront: _____ VSL Loan: _____ </td> </tr> </table>	Tuition Contribution VSL Loan: _____ Amenity Course Teaching Materials (CTM) _____ Retained Course Items (RCI) _____	→ →	Upfront: _____ VSL Loan: _____ Postage Fee (POS) _____ FFS DOMESTIC STUDENTS: Fee For Service Tuition Fee: _____ Upfront: _____ VSL Loan: _____
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Yes <input type="checkbox"/> <small>(If Yes, complete details on right, and then forward to the Student Administration Refunds Officer) →</small>				

REFUNDS OFFICER: (If applicable)									
TOTAL REFUND:	\$	S1 REFUND NUMBER:	PROCESSED BY:	DATE:	/ /				
VET STUD. LOAN CANCELLED	NO <input type="checkbox"/>	YES <input type="checkbox"/>	PROCESSED BY:	REDUCED AMOUNT	\$	REMAINING LOAN AMOUNT	\$		
TRANSFERRED VIA ET:	\$	ET NUMBER:	PROCESSED BY:	SOA ISSUED: (If applicable)	/ /				
PAYMENT PLAN	\$	P/P Contract	PROCESSED BY:	FINANCE NOTIFIED BY:					
INTERNATIONAL STUDENT OFFICER (International students only)									
ISO NOTIFIED OF COURSE EXIT BY:					DATE: / /				